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Our Ref  
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Date 28 January 2016

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Typetalk calls welcome

**To: Members of the YPO Joint Committee Scrutiny Sub-Committee**

Dear Member,

**YPO SCRUTINY SUB-COMMITTEE – FRIDAY, 5 FEBRUARY 2016**

It is with pleasure that I write to invite you to attend a meeting of the YPO Joint Committee Scrutiny Sub-Committee which is to be held at **10:30 am on Friday, 5 February 2016 in the YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

**Would Members please note that Project Management Training will be delivered at 10.00am, prior to the meeting.**

Yours sincerely



Joanne Roney OBE  
Secretary to the Joint Committee

**As a courtesy to colleagues would you please put your mobile phones and pagers on silent prior to the start of the meeting.**



**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE -  
Friday, 5 February 2016**

**AGENDA**

1. Chair's Introduction and Welcome.
2. Acceptance of Apologies for Absence.
3. Members' Declarations of Interest.
4. To approve, as a correct record, the Minutes of the meeting held on 16 October 2015. (Pages 1 - 2)
5. To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.
6. Gifts and Hospitality Policy and Register. (Pages 3 - 22)

**IN PRIVATE**

7. Exclusion of the Public and Press.  
In relation to reports containing exempt information to consider and, if approved, pass the following resolution: -

“That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 11 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended”

8. Enterprise Resource Planning Report. (Pages 23 - 56)
9. Procurement Services Strategy. (Pages 57 - 59)
10. Commercial Strategy. (Pages 61 - 63)
11. Stock Losses. (Pages 65 - 69)
12. Date and Time of Next Meeting.

The next meeting of the YPO Scrutiny Sub-Committee will be held on 20 May 2016 at 10.30am at YPO Headquarters, Wakefield.

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**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE**

**Friday 16<sup>th</sup> October 2015**

**Present:**        The Chair: Councillor Warburton  
                       Councillors –Barnard (Barnsley MBC), Smith (Calderdale MBC), Cole  
                       (Doncaster MBC), Fletcher (St Helens MBC)

<b>1.</b>	<b>ELECTION OF CHAIR</b>
	The Managing Director opened the meeting and requested nominations from Members for the position of Chair of the YPO Scrutiny Sub Committee for the forthcoming year. A nomination was received on behalf of Councillor Warburton (Bradford MBC) and seconded.
<b>2.</b>	<b>CHAIR’S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Warburton, welcomed all parties to the meeting.
<b>3.</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Graham (Bolton).
<b>4.</b>	<b>MINUTES – 5<sup>TH</sup> JUNE 2015</b>
	The Minutes of the YPO Scrutiny Sub-Committee held on 5 <sup>th</sup> June 2015 were approved as a correct record.
<b>5.</b>	<b>PEOPLE STRATEGY</b>
	Consideration was given to a report and presentation provided by the Assistant Director of HR & Logistics on the People Strategy for 2015-2017.  The report stated the theme for the YPO 2015-2017 strategy is ‘Forward Thinking, Outward looking’ which captures the growing confidence of YPO to build on previous successes and make significant strides during this period.  Members raised a number of questions and detailed responses from YPO Officers were accepted.  <b>Resolved</b> – That the report be noted.
<b>6.</b>	<b>EXCLUSION OF THE PUBLIC &amp; PRESS</b>
	<b>Resolved</b> – That the public and press be excluded from the meeting during consideration of agenda items 9 and 10 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.
<b>7.</b>	<b>SALES ANALYSIS</b>
	Consideration was given to a report and presentation provided by the Head of Trading summarising the business year to date.

	<p>The report detailed specific areas of trading year to date, highlighted areas of decline and areas of growth to provide an overall picture. This report also detailed marketing activity year to date and the plan up to the end of 2015. Efforts continue within the sales team to encourage web based ordering as traditionally the majority of orders are received via fax, and for the first time in YPO's history this is now less than 50% with many customers transitioning to PDF.</p> <p>Cllr Cole asked if the business had plans to increase its framework business and was informed a plan was in place to almost double this. This market for YPO covers insurance, enforcement agencies, energy solutions, bill validation etc.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p>Cllr Warburton thanked the team for an interesting and informative presentation.</p> <p><b>Resolved</b> – That the report be noted.</p>
<b>8.</b>	<b>WAREHOUSE &amp; LOGISTICS STRATEGY</b>
	<p>Consideration was given to a report &amp; presentation given by the Head of Logistics regarding the Warehousing and Logistics strategic plan. This report provided an update on progress made during the last strategy period and outlined the 2015-2017 approach and recognised the challenges the business will face including warehouse capacity issues, use of own Fleet vehicles and the form which this would take and the introduction of Performance Management into the Operations team.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p><b>Resolved</b> – That the report be noted.</p>
	<p><b>DATE AND TIME OF NEXT MEETING</b>  <b>Resolved</b> – That the next meeting of the YPO Scrutiny Sub Committee will be held on 5<sup>th</sup> February 2016 at 10.30am, at YPO Headquarters</p>



**YPO**  
**SCRUTINY SUB COMMITTEE**  
**TO BE HELD ON**  
**5<sup>TH</sup> FEBRUARY 2016**

**TITLE: GIFTS AND HOSPITALITY POLICY AND REGISTER**

**REPORT OF: EXECUTIVE DIRECTOR (PROCUREMENT, IT AND FINANCE)**

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**1. BACKGROUND INFORMATION**

- 1.1 The purpose of this report is to present a summary of the items valued over £25 recorded in the Gifts & Hospitality Register in 2015, for the attention of the Scrutiny Sub-Committee (Appendix 1). Also attached is a revised and updated Gifts & Hospitality Policy for reference (Appendix 2).
- 1.2 YPO is committed to good corporate governance and recognises the importance of operating effectively with the highest possible standards of openness, probity and accountability. This is reflected in our corporate values. We recognise that our stakeholders need to have confidence in those that are responsible for the delivery of our services and that the highest standards of conduct are maintained from those working at YPO. The acceptance of Gifts and Hospitality can impact on the confidence of the public, employees, customers, suppliers and member authorities of YPO and damage our reputation and image.
- 1.3 YPO accepts there will be instances when employees are offered gifts and hospitality and has put in place a Gifts and Hospitality Policy, which sets out how the offers of gifts and hospitality should be treated. This policy is linked to a number of inter-related governance policies and procedures and takes its direction from the YPO Code of Corporate Governance and the YPO Code of Conduct for Employees.
- 1.4 The information in Appendix 1 is summarised from the Gifts & Hospitality Register maintained by Business Support and includes all items with a value of £25 or more. There are 16 entries in total (compared to 6 reported in 2016), of which 3 were refused and 13 accepted. The offers of gifts and hospitality fall into three broad categories:
- Higher value offers of corporate hospitality: three offers were received during 2015, all of which were declined
  - Offers of corporate hospitality (food and drink) at networking lunches, dinners and awards etc
  - Christmas gifts of hampers, wine, chocolates etc
- 1.5 The Gifts & Hospitality Policy has also been reviewed and is attached at Appendix 2 for reference. There are no material changes to the policy, only minor changes to replace named posts with 'nominated officer'. For the purposes of this policy,

nominated officers are:

- Paragraph 11.2 – 11.4 & Appendix 1 Point 5 Business Support Manager
- Paragraph 11.5 Risk Audit & Assurance Officer
- Paragraph 11.6 Assistant Director, HR & Logistics

## **2. STRATEGIC IMPLICATIONS**

- 2.1 Good governance, accountability and reputation are essential to the effective delivery of our three year strategy.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 None.

## **4. LEGAL IMPLICATIONS**

- 4.1 YPO must ensure that our Gifts & Hospitality Policy is current and is adhered to by all employees to ensure compliance with relevant legislation including Section 177 of the Local Government Act 1972 and the Bribery Act 2010.

## **5. RISK IMPLICATIONS**

- 5.1 This report is an update on a policy and procedure supporting the governance of the organisation.

## **6. OPTIONS APPRAISAL**

- 6.1 We could choose not to have a Gifts & Hospitality Policy or to maintain a register but this would undermine our good governance arrangements.

## **7. RECOMMENDATIONS**

- 7.1 That the Scrutiny Sub-Committee review the extract from the Gifts & Hospitality Register attached at Appendix 1.
- 7.2 That the Scrutiny Sub-Committee note the updated Gifts & Hospitality Policy attached at Appendix 2.

### **SERVICE DIRECTOR: PAUL SMITH**

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### **CONTACT OFFICER: ANDREA HIRST-GEE, RISK AUDIT & ASSURANCE OFFICER (INTERIM)**

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**APPENDICES**

*Appendix 1: Register of Gifts & Hospitality: extract of offers valued over £25*

*Appendix 2: Gifts & Hospitality Policy*

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**APPENDIX 1 – REGISTER OF GIFTS AND HOSPITALITY**

<b>DATE</b>	<b>RECEIVING OFFICER</b>	<b>SERVICE AREA</b>	<b>DETAILS OF GIFT / HOSPITALITY</b>	<b>ACCEPTED / DECLINED</b>	<b>HOW DISTRIBUTED</b>	<b>ESTIMATED VALUE IN STERLING (IF KNOWN)</b>
24/03/2015	Head of IT & Business Change	IT	Attend corporate day hospitality with helicopter flight	Declined		£250 - £500
17/04/2015	Buyer - Energy	Procurement Services	Pen	Accepted as given to a colleague to pass on	Sample	£30
27/04/2015	Executive Director	Commercial	Wine provided at awards event	Accepted	Hospitality at evening event	£40
27/04/2015	Executive Director	Marketing	Wine and champagne provided at awards event	Accepted	Hospitality at evening event	£75
20/07/2015	Assistant Director, HR & Logistics	HR & Business Support	Attendance at St Ledger, Doncaster Racecourse	Declined		
22/09/2015	Managing Director Executive Director Finance, IT & Procurement	Board	Annual dinner	Accepted	Networking meal	£50 each
05/10/2015	Business Manager, Waste & Facilities Management	Procurement	Networking event lunch	Accepted	Networking opportunity	£50
06/10/2015	IT Delivery Manager IT Systems Engineer	IT	Evening meal	Accepted	Continuation of a supplier account visit	£50
12/10/2015	IT Delivery Manager e-Commerce Development Manager Head of Sales & Marketing Senior Marketing Manager Marketing Services Manager	IT Sales & Marketing	Evening meal and drinks	Accepted	Hosted YPO on an overnight stay	£25 per person

**APPENDIX 1 – REGISTER OF GIFTS AND HOSPITALITY**

<b>DATE</b>	<b>RECEIVING OFFICER</b>	<b>SERVICE AREA</b>	<b>DETAILS OF GIFT / HOSPITALITY</b>	<b>ACCEPTED / DECLINED</b>	<b>HOW DISTRIBUTED</b>	<b>ESTIMATED VALUE IN STERLING (IF KNOWN)</b>
19/10/2015	Managing Director, Assistant Director, HR & Logistics	Board	Cinema screening plus food and drink reception	Declined		£30
24/11/2015	Campaign Manager Content Author	Marketing	Meal out	Accepted	Existing Supplier	£35 each
09/12/2015	Category Buyer – Catering Supplies	Waste & FM	12 bottles of wine and 2 boxes of chocolates	Accepted	Shared chocolates in office, handed wine in for annual raffle	£90
11/12/2015	Category Buyer	Trading	Bottle of champagne and box of Roses chocolates	Accepted	Chocolates eaten in office, champagne given for raffle	£30
08/12/2015	Supply Chain Manager	Stock Control	4 bottles of wine	Accepted	Handed to Business Support	£40
18/12/2015	Food Business Manager	Food	Christmas Hamper	Accepted	Distributed to colleagues across commercial floor and canteen: one bottle of wine handed to Business Support	£50
18/12/2015	Sales Team Member	Waste & FM	Christmas Hamper including food and wine	Accepted	Handed to Business Support to include in Charity Raffle.	£30

Better value, delivered.



**Gifts and Hospitality  
Policy**

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Document Control Page

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Title of Document	Gifts and Hospitality Policy	
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Once printed, this document is uncontrolled. Please refer to the current version on the Intranet.

Gifts and Hospitality Policy

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## 1. Introduction

- 1.1 YPO is committed to good corporate governance and recognises the importance of operating effectively with the highest possible standards of openness, probity and accountability. This is reflected in YPO's corporate values.
- 1.2 YPO recognises that its stakeholders need to have confidence in those that are responsible for the delivery of YPO's services and that the highest standards of conduct are maintained from those working for YPO. The accepting of gifts and hospitality can impact on the confidence of the public, employees, customers, suppliers and member authorities of YPO and damage its reputation and image.
- 1.3 This policy has been developed in conjunction with a number of inter-related policies and procedures, and takes its direction from the YPO Code of Corporate Governance and the YPO Code of Conduct for Employees and is developed in consideration of, and association with, the Anti-Fraud and Bribery Policy.
- 1.4 This Policy provides rules and guidance for employees of YPO. The policy relates to gifts and hospitality offered to an employee, as an employee of YPO. It does not apply to gifts and hospitality offered to an employee by their family and friends. An employee must not have any work dealings with anyone who is sufficiently closely connected to the employee by ties of kinship or friendship that a gift from them would fall into this category. If such a person approaches YPO for any reason, the employee must declare the relationship/friendship as per the procedure in the Register of Employee Interests Policy and ensure that they have no involvement in the transactions/dealings and must not seek to influence any other employee who is dealing with the matter.

## 2. General Caution

- 2.1 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally.
- 2.2 Your personal reputation and that of YPO can be seriously jeopardised by the inappropriate acceptance by you of a gift or hospitality.
- 2.3 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you in every case is whether or not it is appropriate to accept any gift or hospitality that might be offered to you, having regard to how it might be perceived.
- 2.4 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. This policy offers general principles to enable you to make your own decision.

## 3. Definitions

### 3.1 What is a gift?

A gift is any item or service that you receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public. It does not include staff offers / discounts which are negotiated corporately. Common gifts include pens, diaries, calendars, mouse mats,

books, flowers, bottles of wine, chocolates and other business stationery and promotional items.

### **3.2 What is hospitality?**

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public. Common hospitality includes meals, refreshments and tickets for cultural or sporting events.

### **3.3 Inducements / Bribe**

This is an act or thing that is intended to persuade someone – i.e. offering money to secure favour or to try to make someone do something for you by giving them money, presents or something else that they want. The giving, solicitation or the acceptance of any bribe is strictly prohibited.

## **4. The Law**

- 4.1 The acceptance of gifts and hospitality by local government employees (and thus YPO employees) is subject to the Local Government Act 1972 and by law.
- 4.2 Section 117 of the Local Government Act 1972 requires that “an officer of a local authority shall not, under colour of his office or employment, accept any fee or reward whatsoever other than his/her proper remuneration”. An officer who contravenes the provisions of Section 117 shall be liable on summary conviction to a fine not exceeding £2,500.
- 4.3 Section 2 of the now repealed Prevention of Corruption Act 1916 says that where it is proved that anyone holding or seeking a contract with a public body has made a payment to an employee of that body, the payment shall be deemed to be corrupt unless the contrary is proved.
- 4.4 Where the offer or receipt of gifts or hospitality could be reasonably be perceived to be for the purpose of bribery, this is an offence under the Bribery Act 2010.

## **5. Policy**

- 5.1 The public is entitled to demand of an YPO employee conduct of the highest standard. Employee’s actions must not be influenced by offers or gifts or hospitality and their actions must not give the impression that they have been influenced in this way.
- 5.2 YPO employees must not accept gifts, loans, fees, rewards or other items from any person or organisation; in particular those who may potentially expect to receive an advantage or benefit in return. This includes gifts, loans, fees or rewards from contractors, outside suppliers, customers or members of the public. However, some incidental gifts or hospitality can be accepted, as detailed in this policy.
- 5.3 This policy applies to all employees of YPO, including the Board of Directors. Any breach of this policy may be viewed as gross misconduct and could lead to a disciplinary hearing that may result in summary dismissal.

## 6. Principles

- 6.1 Employees must maintain a good working relationship with suppliers, customers and others associated with YPO but avoid favouritism towards any group or individual in the course of their work. Employees must act with integrity at all times.
- 6.2 If it is suspected that a contractor, outside supplier or other person/organisation is acting in an improper manner, employees should report it to their line manager as a matter of urgency.

## 7. Gifts

- 7.1 Employees may accept low value promotional work related gifts, preferably marked with the donor's name, provided that the gift is to be used at work. Examples could be:
- diaries
  - calendars
  - pens
  - blotters
  - rulers
  - mouse mats
  - other low value stationery used as promotional gifts
- 7.2 Low value gifts that are not used at work are generally unacceptable and they should be refused. Examples could be:
- discounts on items for personal use
  - bottles of spirits, wine or beer for personal use
  - personal gifts for personal use
- 7.3 Without causing offence, employees should discourage suppliers, customers or other organisations from offering gifts. However, where small gifts, e.g. chocolates, are given as thanks for service provided these can be accepted if they are shared within the team or raffled for charity.
- 7.4 If gifts have a higher value, employees should tactfully refuse them. If gifts of this value are delivered, they should be returned with an appropriate explanation. If gifts cannot be returned, a Board Member should dispose of them to charity and record this fact.
- 7.5 All gifts, apart from low value promotional work related gifts, should be registered on the appropriate form, even if the gift is returned. Details of the procedure can be found in section 10.
- 7.6 Under no circumstances should gifts of cash to an employee of YPO by any person or organisation, be accepted.

## 8. Hospitality

- 8.1. Employees may only accept offers of hospitality where it is not excessive and it is considered to be in the spirit of forging strong links with organisations YPO has partnership working arrangements where YPO should be seen to be represented. Employees should tactfully refuse any hospitality where it might be seen by the public to compromise their integrity, e.g. paid holidays, complimentary tickets to sporting events etc.
- 8.2. When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within YPO.
- 8.3. When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions which YPO may be taking affecting those providing the hospitality.
- 8.4. Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, and where YPO is satisfied that any purchasing decisions are not compromised. Where visits to inspect products, etc, are required, employees should ensure that YPO meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.
- 8.5. Invitations to social events offered as part of normal working life, e.g. opening celebrations, annual dinners, may be accepted if authorised by a Board Member. Invitations to any types of hospitality that are of no benefit to YPO must not be accepted.
- 8.6. All offers of hospitality, other than incidental items detailed in 7.1, must be registered on the appropriate form. Details can be found in section 10 of this policy.

## **9. Inducements**

- 9.1. The giving, solicitation or the acceptance of any bribe is strictly prohibited.
- 9.2. All offers of bribes or inducements must immediately be reported to an appropriate senior manager and handled in accordance with the Anti-Fraud and Bribery Policy.

## **10. Giving Hospitality**

- 10.1 If an employee would like to give corporate hospitality the same principles as receiving hospitality apply. Offers of hospitality should only be made for business reasons and whilst representing the organisation (i.e. business meetings, conferences, events etc)
- 10.2 As a commercial organisation employees may find themselves in a position where they are expected to provide hospitality such as supplier events, customer meetings, overseas visits or corporate functions. When offering hospitality employees should ensure that they are confident that these offers are in the interest of good business relationships and are not being offered with any expectation of anything in return.

- 10.3 Examples of hospitality include:

Buying refreshments/lunch for customers, suppliers, stakeholders and commercial partners at a business meeting or corporate event (Includes UK and overseas)

10.4 The claiming of expenses relating to hospitality should be made in the normal way via expenses but all expenses more than £20 should be recorded on the organisations Gifts and Hospitality Register. Any expense in excess of £50 should be authorised by a member of SMT or Board and the approval process be documented.

10.5 Gifts and hospitality provided should not influence any decision making process.

### **11. Procedure**

11.1 All offers of accepted and declined gifts or hospitality (other than incidental gifts) and the giving of hospitality by an employee of YPO for a value over £20.00 must be recorded immediately, using the Declarations of Gifts and Hospitality Offered to Employees Form which can be found in Appendix 1 of this policy. The form is also available on the YPO Intranet (see Intranet – People / Forms / Gifts and Hospitality Return).

11.2 The form should be printed off, completed and signed and passed to the nominated officer, who will maintain a central file of all offers of gifts, hospitality or inducements in the Gifts and Hospitality Register an example of which can be found in Appendix 2.

11.3 If gifts are received, return them to the sender as soon as possible, providing that this would not cause offence. If it is not possible for you to return the gifts, all gifts received, other than incidental and low cost promotional items, should be passed to the nominated officer along with the completed declaration. The nominated officer will record details of the gift and advise a Board Member of YPO. If the gifts are perishable goods (e.g. chocolates, biscuits etc) it is acceptable for these to be shared with office colleagues and the gift to be recorded in the Register of Gifts and Hospitality by completing the appropriate form and provide details of the action taken. Where appropriate a Board Member may take action in accordance with the Anti-Fraud and Bribery Policy.

11.4 A Board Member of YPO will decide whether gifts not returned should be raffled or auctioned amongst staff and the proceeds given to a registered charity or the gift given to a registered charity. This information will be recorded by the nominated officer

11.5 The Gifts and Hospitality Register will be submitted to a nominated officer on a six monthly basis, who will present a report annually to the Board of Directors summarising information of gifts / hospitality valued over £25.00. Any reference to the offering organisation will be removed. The Register is also made available to the public on the YPO website under YPO's Access to Information Policy and associated publication scheme.

11.6 The principles in this policy are also applicable to the recruitment, selection, progression and reward of employees. Under no circumstances should anyone accept any offer of gifts, hospitality or favours in relation to the recruitment, selection and progression of an employee or candidate for employment. Furthermore no

employee of YPO should offer such inducements to other employees or candidates. If such offers are made then the person to whom they have been made should immediately notify the nominated officer. (see HR recruitment and selection policies for more detail).

- 11.7 If an employee's interpretations of this policy and / or their actions are called into question, it is the responsibility of the appropriate manager to investigate whether the person acted in good faith according to their understanding of the policy.
- 11.8 As a YPO employee it is also a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced. This means you could be prosecuted by the Police.

## Appendix 1

### Gifts and Hospitality

#### Summary Guidance for Employees

1. As an employee of YPO, you are personally responsible for declaring all offers of any gift or hospitality indicating if such offers have been accepted or declined.
2. You should treat with extreme caution any offer of gifts or hospitality made to you personally or partners/members of your family. You should refuse any gift or hospitality which might be perceived by the public as influencing your decisions or actions as an employee of YPO. Acceptance in the context of your employment of any fee or reward, other than your proper remuneration, can constitute a criminal offence.
3. You do not need to declare gifts of a **nominal** work value (e.g. pens, calendars or a token promotional gift) or hospitality given as part of an event you attend as an employee.(e.g. conferences and training events).
4. If you are invited to an event to discuss YPO business and the value of the hospitality is substantial, get the approval of a Board Member first. This type of event should be registered even if the invitation is declined.
5. Tactfully refuse any gift or hospitality where these might be seen by the public to compromise your integrity, e.g. paid holidays, complimentary tickets to sporting events. If gifts are sent to your office, return them to the sender if possible, providing that this would not cause offence. If it is not possible for you to return the gifts, all gifts other than the incidental and low cost value promotional items should be passed to the nominated officer who will record details of the gift and advise a Board Member of YPO. If the gifts are perishable goods (e.g. chocolates, biscuits) it is acceptable for these to be shared with Office colleagues and the gift to be recorded in the Register of Gifts and Hospitality.
6. You must declare **all** offers of gifts, (unless of nominal value as described in paragraph 3 above), whether you accept them or refuse them. Declare all offers of hospitality referred to at paragraph 4 above. The giving of hospitality by an employee of YPO for a value over £20.00 must also be declared
7. Declarations must be made on this form and no other method of declaration is valid.
8. You must answer **all** of the questions on the form.
9. If you have any doubt about whether to accept a gift or hospitality, seek the advice of your Manager.

The contents of this declaration may be shared with Senior Managers and the Board and or Committee. The contents of this form may also be made public on the YPO website under YPO's Access to Information Policy and associated publication scheme.

**Declaration of Gifts and Hospitality Offered or Given**

*Please read the guidance in the Gifts and Hospitality Policy before completing this form*

Name of Employee: and Department

Who was/would have been the recipient of the gift/hospitality (*if not yourself*) and what is their relationship to you?

Who made the offer? [*individual/company/organisation, etc.*]

Date offer received

Give details of the gift/hospitality

What was its estimated value?

What was the purpose of the offer?

Did you accept or refuse the offer?

Is the individual/company/organisation dealing with you or YPO in relation to any ongoing matters such as a tender process? If so, please give details

Are they asking to be added to YPO's list of approved suppliers?

Are they providing goods/services to YPO or hoping to do so in future?

I certify that I have read the guidance notes and that to the best of my knowledge, I have complied with that guidance.

Signature of Employee

Date of Declaration

Gifts and Hospitality Policy

Signature of Line Manager

Date:

**To be handed to Business Support when complete**

**Appendix 2 – Gifts and Hospitality Register**

**Gifts and Hospitality Register**

<b>Name</b>	<b>Service Area</b>	<b>Offering Organisation</b>	<b>Details of gift/ hospitality</b>	<b>Date of offer</b>	<b>Accepted / Declined?</b>	<b>Estimated value (if known)</b>

Better value, delivered.



Exempt Information by virtue of paragraph(s) 3  
of Part 1 of Schedule 12A of the Local Government Act 1972.

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Exempt Information by virtue of paragraph(s) 3  
of Part 1 of Schedule 12A of the Local Government Act 1972.

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